

23 MAY

MEMORANDUM FOR THE RECORD

SUBJECT: Discussions with OTR re: Transfer of Two Registrar
Jobs to the MF Career Service

1. As a result of my discussions with Mr. [REDACTED] OTR and Mr. Yale, it was determined that I would meet with Mr. [REDACTED] OTR, to discuss the content of the two jobs in question.

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2. I met with [REDACTED] on 21 May to discuss this matter. We looked at the duties and responsibilities contained in the letters of instruction currently applicable for the two incumbents. It was readily apparent that the GS-07 job should be considered to be an MF job and this was agreed to.

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71/35-7

3. The GS-09 job, entitled "Training Assistant -- Registration Group" did not appear to be the type of job that the MF Career Service would be interested in. Duties #7 and 8 in the letter of instruction (copy attached) required 80% of the present incumbent's time and these duties and responsibilities clearly are not of a financial nature but in fact relate to Office of Training functions. After a lengthy discussion with Elmer and [REDACTED] the three of us chatted with Mr. [REDACTED] and we agreed that OTR would continue to maintain responsibility for this position in terms of staffing, rotation, and so forth.

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4. The GS-07 position is to be designated as an MF slot, however, the incumbent will not physically move to the OTR/B&F shop but will remain as a part of the Registrar Office and that Office will be responsible for preparing required fitness reports. This matter was discussed with Mr. Yale who agreed with the foregoing.

[REDACTED]
Executive Officer
Office of Finance

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Called [REDACTED]
on 5/24/74 to advise
re above

Good

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